

# COOK

**Reports to: Centre Manager**  
**Key Relationships: Centre staff, tamariki & whanau**  
**Authority Levels: as agreed with CM**

## WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.



### WHAT YOU'LL DO

- Plan and prepare appetizing, nutritious and culturally-varied meals and snacks
- Be an advocate for tamariki at all times
- Always take into consideration individual children's dietary needs and food allergies
- Promote good nutrition for healthy eating
- Ensure you have purchased sufficient quantities of quality food supplies, store and serve within timeframes to minimise waste
- Keep accurate meal and snack records
- Lead healthy heart – achieve and maintain silver or gold status
- Communicate healthy menus to whanau online and in centre displays
- Ensure hygiene is top of mind, Understand and adhere to legal, compliance and regulatory frameworks
- Keep kitchen equipment maintained in safe working order and secure
- Bring your best everyday to delight and deliver on our centres needs



### HEALTH & SAFETY

- Actively promote and role model health and safety awareness
- Ensure high standards of safety and housekeeping are maintained
- Complete health and safety training as required
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action
- Understand and meet, any legally binding health and safety regulations relevant to the workplace



### THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- Have a love of all things food!
- Relevant qualification/certificate, i.e Food Handling Certificate or similar
- Proven track record in menu planning and delivery for young children including adjustments for special dietary requirements
- Experience in cooking for medium to large groups while following basic food and safety requirements
- Experience in kitchen management including stock ordering and stock control
- Ability to incorporate cultural diversity in menu planning
- Maintain professional and respectful relationships
- Demonstrate the ability to have organisational and time management skills
- Working in a kitchen can be physical work! You will need to be able to withstand working in a hot environment and the physical demands of a kitchen based role
- Trust & integrity sits at the heart of you – role model 'what we stand for'